

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
ATASCADERO STATE HOSPITAL**

JOB CLASSIFICATION: CASUAL LABORER – Concrete/Roofing & Remodeling/Flooring

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

A variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings, building facilities, grounds, and other related work.

45% **Works on concrete projects. This includes but is not limited to mixing concrete, laying concrete, forming and laying rebar, finishing of concrete, and prepare ground for placement of concrete. Digs and levels ground. Does clean-up work following completion of jobs.**

Repair of hospital roofing systems. This includes but is not limited to the removal of old roofing, the application of new roofing systems, the removal and reinstallation of equipment in the area to be reroofed, maintenance of existing roofing systems, and general cleanup to best satisfy the needs of the Hospital.

45 % **Remodeling of occupied and unoccupied space. This includes but is not limited to demolition, painting, flooring, repair, installation of fixtures and cabinets, and general cleanup to best satisfy the needs of the hospital.**

Replace flooring. This includes but is not limited to the removal of old flooring, repairing of flooring systems, preparing for installation of new flooring systems, moving of furniture and fixtures in the affected areas, and general cleanup to best satisfy the needs of the Hospital.

5 % **Understands and knows location of Material Safety Data Sheets and protective gear in regard to any hazardous material he may be required to use. Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations Policies. Maintains daily tool control procedures. As determined by the Chief of Plant Operations, the Casual Laborer may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital.**

DUTY STATEMENT – Casual Laborer

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5 % **Movement of tools, equipment and materials. Assists in moving tools and equipment. Lifts and carries a minimum of 70 pounds, stacks lumber, cleans used lumber and materials.**

2. SUPERVISION RECEIVED

The Casual Laborer is supervised by the Utility Shops Supervisor under the direct supervision of the Supervisor of Building Trades.

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, methods, material, tools, and equipment used in building maintenance; Safety Orders of the Division of Industrial Safety.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR (at facility option)

N/A

MANAGEMENT OF ASSAULTIVE BEHAVIOR (at facility option)

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Involved in remodeling projects, repairs building fixtures and equipment, including windows, roof and doors. Maintains and repairs concrete foundations, footings, walks, slabs and other such concrete items. Maintains and repairs floor tile, cove base, ceiling tile, and install miscellaneous wall fixtures. Maintains grounds. Assists tradespeople in various work projects. Conforms to all Administrative Directives. Maintains relationship security in the workplace.

6. LICENSE OR CERTIFICATION

N/A

7. TRAINING – Training Category = 9

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and float to other work locations as determined by the operational needs of the hospital. All employees are required to have a health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Casual Laborer	_____ Date
_____ Supervisor Signature	_____ Utility Shops Supervisor	_____ Date
_____ Supervisor Signature	_____ Supervisor of Building Trades	_____ Date
_____ Reviewing Supervisor Signature	_____ Chief of Plant Operations III	_____ Date